



Thursday, January 6, 2022

Dear «Lowercase_Name»:

South Carolina Department of Health and Environmental Control [Regulation 61-62.1 Section III - Emissions Inventory](#) establishes emissions inventory reporting requirements and frequencies for Title V facilities. Based on this regulation, the Department has determined your facility, «NAME» («PERMIT_NO»), is required to submit a 2021 Emissions Inventory by March 31, 2022. If you believe your facility is not required to report, please contact me immediately to discuss your status.

Reporting: The Department uses the State and Local Emissions Inventory System (SLEIS) web-based application for facilities to submit their emissions data. Facilities are required to use SLEIS unless they are given other instructions. User IDs and passwords carry over from year to year, but a new Electronic Subscriber Agreement (ESA) must be submitted each year you are required to report. The Responsible Official (RO) who will be electronically signing and certifying the submittal should complete the ESA. The ESA should also include all persons that will need access to SLEIS for data entry. Additional instructions are located on the ESA, which can be found [here](#).

A list of ROs currently registered for your facility appears at the end of this email; if your RO has changed, you must make the appropriate change with the Air Permitting Division. You should submit the ESA as soon as practical, but we suggest no later than March 1 to allow adequate time for processing the ESA and for completing and submitting the inventory. All persons listed on the ESA will receive a SLEIS Registration email once the ESA is processed. Note that the ESA no longer requires notarization and is now a fillable pdf, except for the required wet-ink signature.

Submittal Requirements and Supporting Documentation: To be deemed complete, your emissions inventory submittal must be electronically signed in SLEIS and include the following supporting documentation: supplemental calculations or spreadsheets, a list of Insignificant Activities, and acknowledgement of the facility contact information. The facility contact information will be attached to the SLEIS Registration email. Upon receipt of the email, please review the facility contact information and reply by email that it is correct or indicate any needed contact changes.

It is preferred that the required documentation be attached to the inventory in SLEIS; it may also be emailed to EI_submittals@dhec.sc.gov. **Remember the deadline to submit all parts of the inventory is March 31.**

Training and Resources: The Department will provide a training webinar on Thursday, February 3, 2022, from 9:30 AM – 12:00 PM. Participation is voluntary, but you are strongly encouraged to participate since an updated version of SLEIS with new functionality will be used for the 2021 cycle. No pre-registration is required; webinar logistics will be provided on the [SLEIS homepage](#) closer to the training date.

As always, you may contact the Emissions Inventory staff for individual assistance with calculations or facility-related questions. If you have questions or need help with the SLEIS reporting tool, email your questions to EI_submittals@dhec.sc.gov, and someone will get back to you within two business days. For additional information about the 2021 submittal, you may visit the [SLEIS homepage](#) and the [Emissions Inventory webpage](#).

My staff and I look forward to working with you to complete your 2021 emissions inventory and submittal. If you have any questions, please let me know.

Sincerely,



Chad Wilbanks, Manager
Emissions Inventory Section
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List of Responsible Officials:

«Responsible_Officials»